

4-H Grievance Policy

All properly filed with the MSU Extension Office shall be heard by the 4-H Council's Executive Board in which a determination will be made in conjunction with the MSU Extension Office.

Purpose: The grievance policy is designed to allow a person aggrieved by the interpretation of a written rule or policy.

History: A member, a member's parent/guardian, or leader may file a grievance on a written rule or policy.

Grievance Procedure

1. The aggrieved must give verbal notification to the superintendent or chairperson within an hour of the infraction. Aggrieved must verbally state their concern(s) by:
 - a. Identifying the content of the rule or policy
 - b. Stating how the rule was violated
2. If a rule or policy infraction cannot be resolved to the aggrieved's satisfaction, the aggrieved has until the close of business/one business day to state the intent to file a written grievance. Intent must be in writing, signed, with the date and time or by email with a time stamp on the email to the MSU Extension Office.
3. A written statement of the rule and violation must be submitted by the aggrieved within two business days to the MSU Extension Office and a \$25.00 filing fee must be made payable to Lewis and Clark County 4-H Leader's Council.
4. A grievance hearing will be set by the MSU Extension Office or by the President of the Executive Board. Date, time and location must be set within five (5) business days of when the written statement was submitted to the MSU Extension Office.

Responsibilities on a written grievance

The Extension Office representative or designated member of the Executive Board of the 4-H Leader's Council must:

- Select a Grievance Committee of three (3) individuals; one from the Executive Board of the 4-H Council; and one MSU Extension Agent, and one ad hoc member
- Chairperson of the Grievance Committee will be an MSU Extension representative or Executive Board representative selected by the Extension Service agent (s).

The chairperson will:

- Select the date, time and location of the grievance hearing.
- Notify all grievance committee members, person submitting the grievance and event/activity chairperson/superintendent. **No individual directly involved in the rule/policy infraction may be involved in the decision making process.**
- Notify by phone all testimonial persons of the decision as soon as possible and also write a letter to those involved,

- If person grieving is a 4-H member they must select an adult to be present at the hearing – not to give testimony but to support the individual.
- **The privacy rights of the aggrieved exceed the public's right to know. The meeting will be closed to all, other than those stated as being on the committee or required for testimony.**

Hearing decorum

The hearings will be conducted with professional and respectful behavior and language.

1. The Chairperson will secure the room, introduce the grievance participants and committee members, must notify all those present of the recording and written procedures. Identifies (read) the rule or policy in question.
2. The Grievance Committee shall not speak during the testimony of the aggrieved or chairperson/superintendent.
3. The aggrieved makes an uninterrupted opening presentation explaining what rule was violated and how the violation occurred.
4. The chairperson/superintendent provides uninterrupted reply to the aggrieved's comments and rules or policy.
5. The aggrieved has the opportunity to rebut without interruption the statements of chairperson/superintendent.
6. The chairperson/superintendent has the opportunity to rebuttal without interruption the statements of the aggrieved.
7. The Grievance Committee members may ask questions of the aggrieved or offender for clarification.
8. The grievance committee will then privately discuss the issues involved and immediately hand down a written decision that a rule was broken or deny the grievance. Decisions by a judge or chairperson/superintendent will be overturned only if there is an infraction of 4-H rule or policy.
9. If the Grievance Committee upholds the grievance, the \$25 filing fee will be returned. If the Grievance Committee denies the grievance by the aggrieved, the fee will be submitted to general 4-H Council Funds.

If the procedure and hearing decorum are not followed, the grievance will be immediately denied and result in a loss of the \$25.00 filing fee.

The Grievance Committee will keep minutes of the hearing(s) and tape record the testimony(s). Minutes and tape recordings must be kept at the Extension Office for a minimum of one (1) year.